

FIRE CHIEF

(Competitive)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses the position of chief of all fire department operations. The Fire Chief is responsible for the administration and coordination of all fire department activities and for the supervision of all subordinate personnel. The employee of this class directs emergency scene operations, performs public relations duties, manages equipment and supplies, provides for training, and directs a program of fire prevention and investigation. The incumbent of this class works with a high degree of independence, and reports to and has work reviewed by the Mayor and Board of Aldermen.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Manages the total operation of the fire department as chief officer. Develops management policies, and determines goals and objectives for the department. Organizes the department and personnel in a manner that most efficiently provides the required services to the public while minimizing expense. Reviews incoming communications, making assignments and routing work to the appropriate persons or locations.

Develops methods to identify and evaluate productivity of departmental programs. Collects data from department records, legislative and legal data, or data from other recognized authorities, to be used in making management decisions.

Develops and implements a safety program for the department. Monitors the results of a risk management program by investigating all accidents or injuries involving department equipment or personnel, determining the cause, and making changes in procedures to avoid future accidents.

Prepares and develops a departmental operating budget. Authorizes expenditure of funds allocated for fire department operation, making sure that such expenditures are in accordance with the budget.

Supervises preparation and maintenance of the records and reports of the department by reviewing records completed by subordinates and by periodically inspecting systems and facilities for keeping the records. Establishes policy concerning what information should be included in all records of the department, determines in what form this information should

be kept, determines how long records should be retained, and provides for the security and privacy of all information which is not a part of public record. Personally completes any forms or records required of the chief administrative officer. Writes letters in answer to written or oral requests addressed to the fire department, or as needed to address needs of the fire service.

Promotes a positive image of the department in the daily performance of duties through interaction with the public. Serves as official department representative at any required meetings. Acts as department representative to the news media, releasing information and answering questions concerning the work of the department. Handles complaints from the public concerning fire department operations or concerning procedures related to the handling of emergency medical services.

Supervises all employees assigned to the fire department. Outlines responsibilities and delegates assignments to subordinates for the effective operation of the department. Sets task priorities and long term goals for subordinates in order to best accomplish the goals of the organization. Holds formal meetings with subordinates for the purpose of receiving reports, disseminating information, or discussing work problems. Monitors work pace and progress of assigned jobs in order to determine if changes in method, additional training, assistance, or additional time are required. Counsels employees who are experiencing work problems, handles employee complaints and grievances, and maintains discipline among employees.

Evaluates training needs, establishes a training program for the department, and maintains the program by seeing that it is properly staffed and supplied with training resources. Provides on-the-job training for department members, including explaining policies, procedures, and rules, and providing assistance in technical areas of work. Provides for outside instruction to meet any training needs not available in the department training program.

Supervises the general care, maintenance, and use of departmental equipment, vehicles, stations and grounds, and other related property. Purchases equipment and supplies in the manner provided by lawful authority, keeping such purchases within the established budget. Prepares specifications on new fire department equipment for public bids. Obtains estimates on repair costs, locates repair services, and arranges for repairs of all department buildings, property, or equipment. Inspects equipment or property after repairs to see that repairs were properly accomplished. Provides for and oversees a communications system for the department.

Develops and implements an emergency management system and directs intermediate command staff members who are responsible for various aspects of the operation. Takes command at the scene of a fire or other emergency. Directs the handling of

emergencies involving hazardous materials. Establishes and implements effective fireground communications procedures to avoid confusion and promote maximum effectiveness of fireground operations.

Directs a program of fire inspections that enforces all applicable federal, state, and local laws and regulations. Directs a program of pre-fire planning in order to provide fire fighting services to the community in the most efficient manner possible. Directs a program of fire investigation to determine causes of fires or whether fires were the result of arson.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the test.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and a qualified elector of the State of Louisiana.

After offer of employment or promotion, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position.

Must establish and maintain residency within a twenty (20) mile radius (air miles) of the Opelousas city limits at all times while employed with the city of Opelousas.

Must have a high school diploma or a valid certificate of equivalency issued by a state department of education and at least ten (10) years of progressively responsible experience in fire service positions, at least four (4) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include full time experience in fire suppression and rescue, and may include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.

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